



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

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Executive Director

December 15, 1999

TO INTERESTED PARTIES:
(Via Internet)

BUSINESS TAXES COMMITTEE WORK PLAN FOR 2000

The subjects planned for discussion during the year 2000 by the Board of Equalization Business Taxes Committee have been identified and scheduled by the Committee Chair. Please refer to the [2000 Meeting Schedule and List of Topics](#). This is a tentative schedule that may change. Interested parties are advised to refer to the official Board Meeting notice, which is released not less than ten days prior to each Board Meeting, to confirm the actual Committee agenda items, date and time. The Business Taxes Committee meetings will be held in Sacramento at the address shown above, in the Board Room (Room 121). Meetings with interested parties normally will be held in Room 122.

In the process of preparing issue papers, proposed regulatory changes, and other materials for consideration by the Committee, staff generally consults with interested parties and requests their review of and comment on staff analyses and proposed regulatory changes. Further, when staff and interested party positions differ, written alternatives are requested and incorporated into the materials presented to the Committee. To ensure that Committee materials adequately present both staff and interested party views to the Committee Members, we will adhere to a standard timetable for preparing and reviewing materials for Business Taxes Committee meetings, effective with the topics scheduled for March 2000. Immediately following this letter is a table illustrating these processes and the approximate number of days allowed for each step of preparation and review. The [Calendar of Key Dates by Subject Matter](#) and the [Calendar of Key Dates by Month](#) contain the preparation and review deadlines for each topic, corresponding to the steps in the timetable below. Please note that the final committee package must be completed by staff and mailed not less than ten days prior to the Business Taxes Committee meeting to fulfill statutory notice requirements, and that all deadlines are at noon of the indicated day.

You are encouraged to submit comments on specific topics, and may mail your submissions to the following address. Please be aware that a copy of the material you submit will be provided to other interested parties. Therefore, please ensure your comments do not include confidential information.

Ms. Freda Orendt-Evans, Program Planning Manager
Sales and Use Tax Department
State Board of Equalization
450 N Street MIC 92
P. O. Box 942879
Sacramento, CA 94279-0092

For your reference, copies of current committee materials, including issue papers and minutes for the Committee meetings, may be accessed through the [2000 Meeting Schedule and List of Topics](#).

We hope you find this information useful for planning purposes. If you have questions or comments about the timetable below, the schedule of topics, or the calendars, please contact Ms. Laureen Simpson

at (916) 322-5271. In addition, please let Ms. Simpson know if you wish your name to be placed on one or more mailing lists to receive material on specific topics.

/s/ J. E. Speed
J. E. Speed, Deputy Director
Sales and Use Tax Department

**State Board of Equalization Business Taxes Committee
2000 Materials Preparation and Review Timetable**

Step No.	Steps to Be Completed	Days Allowed for Completion of This Step	Days Before Committee Meeting to Complete This Step
1	Interested parties submit proposals to staff		150
2	Staff completes initial discussion paper, which may include proposed regulatory revisions, and mails the the paper to a target list of interested parties.	30	120
3	Staff meets with interested parties to discuss issues.	10	110
4	Interested parties review staff's initial discussion paper and return comments, suggested revisions, and alternatives if any, to staff.	23	87
5	After reviewing input from interested parties, staff revises initial discussion paper, prepares a table comparing staff and interested parties positions, and mails the revised materials to the target list of interested parties.	14	73
6	Staff meets a second time with interested parties to discuss issues, if necessary.	10	63
7	Interested parties complete a final review of the committee materials and return comments and recommendations to staff. Last opportunity for interested parties to provide comments to staff before committee hearings.	16	47
8	Staff prepares a formal issue paper incorporating a complete description of staff and interested parties positions, and submits the issue paper to management for approval.	21	26
9	Internal clearance process is completed. Final issue paper is submitted to the Board and interested parties, and prepared for internet publication.	16	10
10	Business Taxes Committee meeting.		0